

November 16, 2018

PIN 18-03.1-CCP

TO: ALL CHILD CARE PROVIDERS

FROM: *Original signed by Pamela Dickfoss*
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Deputy Director
Community Care Licensing Division

SUBJECT: **Electronic Recordkeeping for Children's and Personnel Records**

Provider Information Notice (PIN) Summary

PIN 18.03.1-CCP supersedes [PIN 18-03-CCP](#). The purpose of this PIN is to again inform Child Care Providers of the Child Care Licensing requirements for electronic recordkeeping of children's and personnel records, and further clarify that these electronic records include sign-in/sign-out records.

In recent years, child care providers have sought program guidance as to whether they can migrate from hard copy records to maintaining them electronically. Some requesters have expressed interest in a collaboration between child care providers, while others want to use a third party vendor to control, maintain and share data records for children, personnel and other administrative records pertaining to finances or budgets.

The Department acknowledges the motivation for child care providers to maintain records electronically. There are no statutory or regulatory requirements that prohibit providers from keeping electronic records. Providers may, therefore, maintain records electronically for personnel and children, including sign-in/out, provided that such records are immediately printable upon request for inspection and audit by program staff. In addition, child care facilities that migrate to electronic data sharing must maintain compliance with the applicable Health and Safety Code and Title 22 requirements for recordkeeping. For best practice purposes, facilities should have a plan in place on how the records would be backed up, and how they would be made available in the event of a power failure or disaster.

Should you have any questions pertaining to this policy, please contact your [local regional office](#).